

## Instructions on How to Use GOALS Training Tracker:

The tracker you open should look like the image below:

							
<b>Certificate of Excellence</b>							
<b>General Profile</b>							
Name	Position	Reporting Period	Training Track	<a href="#">Click here to link to List of USDA Key Topics</a>			
Contact Info	SFA	Agency Code	Short Track New Director Hire-any deg/prior SN				
<b>Training Reporting</b>							
	Training Hours to Date	Hours Required	=	Remaining Hours	If "Remaining Hours" cell turns green, congratulations, you've completed your training requirements		
	0	75	=	75			
Date Training Completed	Length of Training (enter time in hours, use decimals)	Name of Training	Training Sponsor/Host	USDA Key Area	USDA Learning Code	Did you receive a certificate for course completion?	Other Notes
example: 07/15/2015	2.5	Professional Standards for School Nutrition Are Here	ANC- DNA	Administration_3000	Human Res_3400	Yes	Overview of the new policy guidance on P.S.

1. Select your desired training track (director, manager, staff, short track etc.) by clicking on the box (location: E4) below "Training Track".

D	E	F
Reporting Period	Training Track	
	Short Track New Director Hire-any deg/prior SN	
Agency Code		

2. Click on the downward pointing arrow located to the right, and a drop-down box should appear. Within this box, you may select your desired training track.

D	E	F
Reporting Period	Training Track	
	Short Track New Director Hire-any deg/prior SN	
Agency Code	<div> Short Track New Director Hire-any deg/prior SN  New Director Hire-HSD/GED v  New Director Hire-HSD/GED v  Short Track Existing Director-  Short Track Director-HSD/GED  Short Track Manager-Nutritio  Short Track Manager-HSD/GE  Staff </div>	
Remaining Hours		

- Once you have selected your desired training track, whichever approved trainings you have completed may now be entered into row 13 (highlighted in pink).

**GOALS**  
Goal Oriented Achievement Learning Skills

### Certificate of Excellence

**General Profile**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Reporting Period: \_\_\_\_\_ Training Track: \_\_\_\_\_ [Click here to link to List of USDA Key Topics](#)

Contact Info: \_\_\_\_\_ SFA: \_\_\_\_\_ Agency Code: \_\_\_\_\_

**Training Reporting**

Training Hours to Date: 0 Hours Required: 75 Remaining Hours: 75

If "Remaining Hours" cell turns green, congratulations, you've completed your training requirements

**Training Log**

Date Training Completed	Length of Training	Name of Training	Training Sponsor/Host	USDA Key Area	USDA Learning Code	Did you receive a certificate for course completion?	Other Notes
example: 07/15/2015	2.5	Professional Standards for School Nutrition Are Here: ANC- SNA	Administration_3000	Human Res_3400	Yes	Overview of the new policy guidance on P.S.	

- As you enter the amount of time for each training you have completed, the tracker will automatically relay back to you the "training hours to date" and "remaining hours" that still need to be completed in order for you to receive your certificate.

**Training Reporting**

Training Hours to Date: 0 Hours Required: 75 Remaining Hours: 75

If "Remaining Hours" cell turns green, congratulations, you've completed your training requirements

**Training Log**

Date Training Completed	Length of Training	Name of Training	Training Sponsor/Host
mm/dd/yyyy	(enter time in hours, use decimals)		

- Similar to selecting your training track, for the "USDA Key Area" and the question asking, "Did you receive a certificate for course completion?", click on the downward pointing arrow to select your response. Also, enter in the USDA Learning code if one is provided. Otherwise, enter in the training topic the training applies to.

**Training Log**

Training Sponsor/Host	USDA Key Area	USDA Learning Code	Did you receive a certificate for course completion?
ANC- SNA	Administration_3000	Human Res_3400	Yes
	Nutrition_1000		Yes
	Operations_2000		No
	Administration_3000		
	Communication_4000		